




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Southwest Region
501 West Ocean Boulevard, Suite 4200
Long Beach, California 90802-4213

MAY 3 2001

MEMORANDUM FOR: Rebecca Lent
Regional Administrator

Michael F. Tillman
Science Director

FROM: Timothy D. Price, Chair 
Equal Employment Opportunity Advisory Committee

Elizabeth C. Norton, Personnel Subcommittee Chair, Equal
Employment Opportunity Advisory Committee

SUBJECT: Recommendation to implement a plan for a more aggressive
recruitment of women and minorities for the SWR workforce

The Southwest Region Equal Employment Opportunity Advisory Committee's (EEOAC) Personnel Subcommittee requests concurrence by the Regional Administrator and Science Research Director to implement a plan for a more aggressive recruitment of women and minorities. Our recommendation is based on a previously approved work plan to devise and implement procedures to improve recruiting efforts.

Background

According the workforce profile, women and minorities are under-represented in the SWR and SWFSC scientific workforce. The Personnel Committee plans to target these groups for recruitment by distributing external vacancy announcements via an e-mail database that includes contacts at schools, organizations, and associations which have large numbers of women and minorities. Our goal is to improve the distribution of these external vacancy announcements in hopes of increasing the number of qualified women and minority candidates that apply for professional positions.

Work plan implementation:

The Personnel Subcommittee has compiled a list of e-mail addresses for contacts at various schools, organizations, and associations. Rob Bistodeau, SWFSC Information Technology Services, has agreed to set up a list server made up of the contact e-mail addresses compiled by



the Personnel Subcommittee. Janet Norem, Human Resources Division, Western Administrative Support Center, will send all external job vacancy announcements out to the people on the list. The Personnel Subcommittee members will be responsible for keeping the list current. Any questions on the implementation procedures should be addressed to Elizabeth Norton at (831) 420-3936. In addition, the EEOAC website will include a link for key contacts at schools, associations, and organizations to request their e-mail address be added to the list.

Approve recommendation to implement the list server distribution of the Region and Center external vacancy announcements to improve recruiting efforts.

RL:	<u><i>R. Norem</i></u>	<u>5/4/01</u>				
	I Approve	Date	I do Not Approve	Date	Let's Discuss	Date
MT:	<u><i>Michael F. Gillman</i></u>	<u>5/4/01</u>				
	I Approve	Date	I do Not Approve	Date	Let's Discuss	Date